



Wichita Police Department Policy Manual

Approved by: _____

Policy 212 – Observers / Recruit Observers / Interns

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Maintained by: Training
Bureau

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OBSERVERS

- 212.01 Any person who wishes to ride as an observer with a Department member will be instructed to obtain prior approval from the appropriate Bureau/ Section Commander who will be working at the time the observer wishes to ride.
- A. Bureau/Section Commanders shall specify the amount of time and the date on which an observer will be allowed to ride.
 - B. The frequency that an observer will be permitted to ride and/or whether he/she will be allowed to ride with a specific officer upon request shall be the Bureau/Section Commander's decision.
 - C. Any member of the Department may have his/her spouse, child(ren), friend(s) or relative(s) ride as an observer, but he/she must obtain prior approval of his/her Section Commander.
- 212.02 All observers (including family members) must be ten (10) or more years of age, and will be required to complete a
R Release From Liability Form [WPD Form 321-118], Security Awareness Statement form, and a Criminal History Check form prior to riding in any police vehicle. In addition, any observer under the age of eighteen (18) must have his/her parent/guardian sign the Release From Liability Form. Observers will be listed as possible witnesses on any Police Incident. Completed forms can be maintained in a file in the Bureau Commander's office and will be scanned and attached to the Observer Ride Along database entry for a period of not less than two (2) years.
- 212.03 Any observer who has a Carry Concealed Handgun License will not be permitted to carry a handgun during the
I duration of their observation.
- 212.04 An observer will be instructed to report to the Bureau in which he/she is scheduled to ride at least fifteen (15) minutes
R prior to his/her riding assignment.

PATROL BUREAUS / INVESTIGATIONS

- A. The observer shall report to the respective location, where a fully-completed Release From Liability Form, Security Awareness Statement form, and a Criminal History Check form shall be obtained from him/her [or from his/her parent/guardian]. The appropriate supervisor shall be notified of the observer's arrival.

AIR SECTION

- B. The observer shall report to the WPD heliport, where a fully-completed Release From Liability Form, Security Awareness Statement form, and a Criminal History Check form shall be obtained from him/her [or his/her parent/guardian].
- 212.05 A Criminal History Check will be completed on all observers through RECORDS to determine whether he/she has an
R arrest record. If so, the Section Commander shall be notified, and he/she shall approve or disapprove the riding assignment.
- 212.06 All observers shall wear clean, appropriate clothing, which includes a shirt/blouse and long pants/skirt. All observers shall wear appropriate footwear, i.e. no open toe shoes, when riding.
- A. Any member of the Department who is assigned an observer shall advise his/her Bureau/Section Commander if he/she believes the observer is wearing inappropriate clothing.
 - B. The Bureau/Section Commander shall have the authority to terminate the observer's riding assignment if the observer is wearing inappropriate clothing.

OFFICERS

- 212.07 The philosophy of the Field Training Program is that there shall be no greater expectations of recruit officers than there would be of civilian observers. However, if an incident occurs wherein common sense dictates that a recruit officer needs to take police action, this shall be regulated and protected by K.S.A. 21-3215.
- 212.08 This observation period is designed to give recruit officers exposure to police work and to acquaint them with Field Training Officers and the Field Training Officer program. This is done in hopes that it will assist in clarifying classroom instruction on police matters.
- 212.09 On riding assignments, recruit officers shall be dressed in accordance with the Rules and Regulations of the Wichita/Sedgwick County Law Enforcement Training Academy. If a supervisor does not feel a recruit officer is dressed appropriately, the supervisor will report this fact to the Recruit Training Section Lieutenant.

WPD INTERNS

- 212.10 Training Bureau personnel shall conduct records checks on all potential WPD interns. If an intern is found to have an
R arrest record, the Training Bureau Commander shall be responsible for approving or disapproving his/her internship after reviewing Policy 109 – Kansas Criminal Justice System Policy and Procedure.

- 212.11 The Human Resources Department issues each WPD intern a photo ID card prior to the start of his/her internship. The card shall contain the beginning and ending dates of the student's internship and is to be worn clipped to his/her outer garments while working as an intern. Training Bureau personnel shall ensure that each intern returns his/her photo ID card to the Training Center at the end of his/her internship.
- 212.12 All WPD interns shall be allowed to ride as often as required by his/her internship.
- 212.13 Training Bureau personnel shall be responsible for maintaining a file of Release From Liability Forms, Security Awareness Statement forms, and Criminal History Check forms for WPD interns and for contacting the Bureau Commanders in which the students will be conducting their internships.